

Marketing and Events Officer

The successful candidate will be confident working independently, able to manage multiple priorities, and flexible to support evening and weekend events and meetings. Experience in communications, social media, events, or tourism is desirable, along with strong organisational and written communication skills.

Part-Time

Location: Wickham Market, Suffolk

Hours: Flexible, part-time

Salary: Dependent on experience

Help Promote and Celebrate Wickham Market

Wickham Market Parish Council is seeking an enthusiastic, flexible and creative

Marketing and Events Officer to lead the promotion of village events, markets, community activities and communications.

This is an exciting role for someone who enjoys engaging with people, creating content, organising events and promoting everything that makes Wickham Market a vibrant place to live, work and visit.

Key Responsibilities

Markets and Events

- Organise weekly and seasonal markets and obtain all the permissions required for the latter regarding live entertainment and the closure of car parks and roads.
- Liaise with stallholders regarding bookings and Public Liability Insurance requirements and act as their point of contact.
- Ensure appropriate Health & Safety and risk assessments for events are in place.
- Manage invoicing and any overdue payments, associated with market activities.
- Help with set up and be a point of contact during all four seasonal Saturday markets.
- Support events that encourage local business growth and community participation.
- Liaise with businesses, community groups, and stakeholders.

Communications and Marketing

- Produce the bi-monthly Village News Magazine.
- Write articles and edit content submitted by local organisations and community groups.
- Create and schedule engaging online content.
- Coordinate and deliver Council-led and partner events.
- Preparing reports for committee meetings.

- Promote the seasonal markets and community events through traditional and online marketing.
- Take photographs to be used online and in printed material.
- Liaise with the magazine designer and the printers.
- Coordinate Royal Mail delivery and local distribution.

Website and Social Media

- Support the Visit Wickham Market website and tourism promotion.
- Manage and develop social media and online communications for Visit Wickham Market and Wickham Market Parish Council.
- Publish village news, stories and event information.
- Develop and maintain a library of promotional images.

Funding and Development

- Identify grants, sponsorship and other funding opportunities to support events and communications activities.

About You

You will have:

- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Experience of social media, digital communications and marketing.
- Confidence working independently and managing multiple deadlines.
- Good photography and content creation skills.
- A genuine enthusiasm for community engagement.

This role would particularly suit someone with strong local knowledge and a passion for promoting Wickham Market and its businesses.

To apply, please send your CV and a covering letter outlining your suitability for the role.
